

WASHOE COUNTY REGIONAL 800 MHz COMMUNICATION SYSTEM

Joint Operating Committee

Tracy Moore, Chair
Tim Leighton, Vice-chair
Robert Chisel, Secretary

Minutes

**Friday ~ January 22, 2016 ~ 11:00 a.m.
Washoe County Administration Complex
Building A – Second Floor Caucus Room
1001 East Ninth Street, Reno, Nevada**

1. CALL TO ORDER/ROLL CALL [Non-action item]

Chair Moore called the meeting to order at 11:10 a.m. A quorum was established.

PRESENT: Craig Betts – Washoe County; Robert Chisel – City of Reno; David Curtis – Nevada Air National Guard; Adam Garcia – University of Nevada, Reno; Tom Garrison – City of Sparks; Denise Inda – Nevada Department of Transportation; Reid Kaiser – Nevada Department of Transportation; Tim Leighton – Sierra Fire Protection District; Charles Moore – Truckee Meadows Fire Protection District; Tracy Moore – Washoe County School District; Pat Nielson – Truckee Meadows Water Authority; Michael Scott – Reno Tahoe Airport Authority; and Ryan Sommers – North Lake Tahoe Fire Protection District.

ABSENT: Lance Avansino – Reno Sparks Indian Colony; Brian Allen – City of Sparks; Valerie Barr – Reno Sparks Indian Colony; Bryan Boren – Veterans Administration; Mike Brown – North Lake Tahoe Fire Protection District; Andrew Clinger – City of Reno; Jamie Edrose – Reno Tahoe Airport Authority; Andy Gebhardt – Truckee Meadows Water Authority; Joey Hasting – Washoe County; James Hawthorne – University of Nevada, Reno; Dan Johnston – Truckee Meadows Community College; Jon Kelley – Washoe County School District; Patrick Kendrick – Drug Enforcement Administration; Chris Ketring – Sierra Fire Protection District; Arlen Melendez – Reno Sparks Indian Colony; Jackie Quintone – Reno Sparks Indian Colony; Jason Reynolds – Truckee Meadows Community College; Mike Shaffer – Washoe County School District; and Jason Trevino – Washoe County School District.

Herb Kaplan - Deputy District Attorney, was also present.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. ELECTION OF OFFICERS [For possible action] – 1) *Chair*; 2) *Vice-chair*; and 3) *Secretary*,

Chair Moore opened nominations for Chair.

Mike Scott nominated Tracy Moore, Robert Chisel seconded the nomination.

Tracy Moore accepted the nomination.

The nomination to elect Tracy Moore as Chair of the 800 MHz Joint Operation Committee carried.

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Tracy Moore nominated Tim Leighton for Vice-chair. Robert Chisel seconded the nomination.

Tim Leighton accepted the nomination.

The nomination to elect Tim Leighton as Vice-chair of the 800 MHz Joint Operation Committee carried.

Tim Leighton nominated Robert Chisel for Secretary. Reid Kaiser seconded the nomination.

Robert Chisel accepted the nomination.

The nomination to elect Robert Chisel as Secretary of the 800 MHz Joint Operating Committee carried.

Chair Charles Moore passed the meeting gavel to Tracy Moore.

There were no public comments.

4. APPROVAL OF THE JUNE 19, 2015, MINUTES [For possible action]

Hearing no public comment Chair Moore asked for Board discussion or a motion.

It was moved by Robert Chisel, seconded by Charles Moore, to approve the June 19, 2015, minutes, as submitted. MOTION CARRIED.

5. NEVADA PUBLIC SAFETY COMMUNICATIONS COMMITTEE (NPSCC) [For possible action] – *An informational update and possible direction to staff on recent activities of the NPSCC.*

Shawn Taylor noted that the discussion focused on the status of cross band repeaters that had experienced some technical issues.

No specific action was taken.

6. FISCAL YEAR 2016-2017 800 MHz OPERATIONS AND MAINTENANCE BUDGET [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify the proposed Fiscal Year 2016-2017 Operations and Maintenance Budget.*

Craig Betts – Washoe County Technology Services, commented that Gary Beekman had completed the budget highlights before his retirement. Mr. Betts noted that the 800 MHz Users Committee had not reached quorum on January 21, 2016 and had scheduled a special meeting for Thursday, January 28, 2016, at which time they will review the proposed budget. Mr. Betts pointed out that the 800 MHz JOC had the authority to approve the budget with or without input from the

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Users group. It is suggested that the JOC increase the contribution to the infrastructure fund from 5-percent to 10-percent. Mr. Betts drew attention to agenda items 7 and 9 to authorize certain expenditures.

Shawn Taylor – Regional Communications Coordinator, explained that the number of radios is determined by radio activity and includes radios that may have used the radio system once during the year. Thus the number and cost per radio is adjusted accordingly. Mr. Taylor noted that each user has a specific number of LID's (Logical Identification Number) that are assigned to specific radios.

Mr. Betts explained that the Professional Services line item covers costs for contractors brought in to augment existing staff rather than hiring additional staff. Mr. Betts then explained that the increased contribution to the Infrastructure Fund is needed to offset the \$40-million costs of the P-25 system that will replace the current radio system. Mr. Betts noted that the budget materials use actual number rather than projections and that the JOC had final authority over any expenditure using infrastructure funds.

Annette Van Der Wall – Technology Services, explained that the infrastructure fund balance is currently \$160,000.00 and increases monthly as monthly fees are paid.

Mr. Taylor noted that the Infrastructure fund has been used, with JOC concurrence, to upgrade DC power sources and has in the past had a 5% 15-percent contribution as well as no contributions during budget constraints. Mr. Taylor emphasized that support for the current E CDACS (Enhanced Digital Access Communications System) system ends in 2017 and that parts are no longer being manufactured and are nearly impossible to find. Mr. Taylor noted that should the 10-percent contribution to the infrastructure fund not be authorized there will be a significant shortfall of available funding for the replacement radio system. It is anticipated that the Washoe County cost will be approximately \$40-million. Additionally, systems users will incur additional expenses for equipment upgrades. The fund will also be used for the fourth channel to provide additional capacity. Mr. Taylor explained contributions to the infrastructure fund are at the discretion of the JOC.

Adam Garcia stated that he would like to see a specific plan developed for use of the fund before making a decision.

Robert Chisel pointed out that the current EDACS system is 13 years old and that equipment on mountain tops are subject to a significant amount of damage during high winds and other storm damage. Mr. Chisel encouraged members to approve the increased contribution.

Mr. Garcia agreed with Mr. Chisel and explained that he believes there should be a definite plan to better understand the needs and expenditures.

Mr. Betts noted that the incremental increase will not be sufficient to address the anticipated shortfall as the system is replaced.

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Chair Moore noted that a lack of quorum prevented the 800 MHz Users group from reviewing or making any recommendation on the budget proposal. However, a special meeting of the group is scheduled for Thursday, January 28, 2016, at 9:00 a.m.

Mr. Chisel noted that Washoe County is working with NDOT (Nevada Department of Transportation) on the system replacement system and will have more information under agenda item 14.

Responding to Mike Scott's inquiry about the budget deadline, Ms. Van Der Wall noted that February 22, 2016, is the deadline for the County budget and that she believes a special meeting of the JOC could be convened if needed.

Reid Kaiser noted that Harris Project Management had been working with NDOT and may be one of the manufacturers.

Mr. Taylor commented that only one vendor responded and ways are being sought to transition from the current EDACS system over a period of time. Mr. Taylor noted that one of the variables would be how quickly member agencies are able to upgrade/replace their equipment including support for identification of which system is being used by member agencies.

Chair Moore noted that a motion is needed to move forward with the budget.

Charles Moore recommended that a special meeting be scheduled so that the 800 MHz Users Committee could provide input on the budget.

Responding to Tim Leighton's inquiry about whether the cost of the equipment being installed in the Red Rock/Rancho Haven area, had been deducted from the budget, Mr. Taylor explained that the equipment has not yet been accepted and is currently the testing phase.

Ms. Van Der Wall noted that the funds for the equipment has been encumbers on a purchase order.

It was moved by Charles Moore, seconded by Mike Scott, to schedule a special February meeting at 9:00 a.m., Friday, February 5, 2016, to address agenda item 6. MOTION CARRIED.

- 7. KMF SUBSYSTEM TO SECURE ACCESS TO THE P25 SYSTEM** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a recommendation from the 800 MHz Users Committee to add a KMF subsystem to the existing VIDA infrastructure to secure access to the P25 System at a cost not to exceed \$200,000.00.*

Shawn Taylor – Regional Communications Coordinator, outlined the request, which will secure access to the P25 system by adding the KMF subsystem to the existing VIDA (Voice, Interoperability, Data, and Access) infrastructure. Currently individuals can purchase equipment and gain access and alter radios. Mr. Taylor noted that this had been an issue in Washoe County

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as well as other locations as sales cannot be restricted due to the number of vendors being used. Mr. Taylor explained that he believes this should be funded with Infrastructure Expansion fund. Mr. Taylor noted that radios specified for the P25 system should have the LLA already and would not be a significant cost to add if necessary.

It was moved by Charles Moore, seconded by Robert Chisel, to approve KMF subsystem to the existing VIDA infrastructure to secure access to the P25 System at a cost not to exceed \$200,000.00. MOTION CARRIED.

8. **ADDING BEON/P25 RADIOS** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify the 800 MHz Users Committee recommendation add new BEON/P25 units to the system.*

Shawn Taylor – Regional Communications Coordinator, noted that a product known as BeOn is available that allows cellular devices to access the P25 system. Mr. Taylor noted that this would also help in alleviating the LID (Logical Identification Number) issues being experienced. The question before the board is how the additional equipment should be paid for since it does add additional traffic on the communications system. Mr. Taylor explained that it is a software license for both iPhone and Android devices.

Chair Moore commented that the cost is approximately \$700.00 for 5 licenses.

Mr. Taylor suggested that perhaps a small fee should be applied for agencies wishing to use the BeOn application. Mr. Taylor noted that there may be a future need for expansion of internet capacity on the radio system. Mr. Taylor believes that there may be a need to modify the Interlocal agreement, which the JOC has authority to do.

It was moved by Mike Scott, seconded by Charles Moore, to direct that staff develop language to modify the Interlocal Agreement to add appropriate charges for IP (Internet Protocol) based communications devices on an equal footing with radio. MOTION CARRIED.

9. **LID (Logical Identification Number) STATUS UPDATE** [For possible action] – *An ongoing review, discussion and possible action to approve, deny or otherwise modify the 800 MHz Users Committee recommendation to purchase a fourth channel upgrade to resolve LID issues with WCRCS (Washoe County Regional Communications System).*

Shawn Taylor – Regional Communications Coordinator, outlined the request noting that only 64 LIDs (Logical Identification Number) remain open on the system. Mr. Taylor explained that the fourth channel upgrade would help resolve the dwindling number of LIDs. The total cost of the upgrade is not to exceed \$70,000.00.

It was moved by Charles Moore, seconded by David Curtis, to continue this agenda item until the February 5, 2015, special meeting. MOTION CARRIED

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- 10. ADDITIONAL LIDs** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a recommendation from the 800 MHz Users Committee to consider and authorize the purchase of an additional radio channel for installation in the existing P25 system the is being installed in the Truckee Meadows.*

Shawn Taylor – Regional Communications Coordinator, stated this was a duplicate agenda item that has already been handled.

- 11. AREAS OF LIMITED COMMUNICATIONS** [For possible action] – *An informational update review, discussion and possible direction to staff on the recently purchased P-25 Phase 2 equipment to cover the Rancho Haven/Red Rock Road and other areas.*

Shawn Taylor – Regional Communications Coordinator, explained that the equipment is on air but the acceptance process has not yet been completed.

No specific action taken.

- 12. RADIO STUDY/UPGRADE REQUIREMENTS FOR LARGE COMMERCIAL STRUCTURES** [Non-action item] – *An ongoing informational update on the current requirements to conduct radio studies and communications improvement for large commercial structures when undergoing major remodel/renovation.*

Shawn Taylor – Regional Communications Coordinator, commented that Washoe County had updated code to require bi-directional amplifiers in large buildings.

Chair Moore encouraged local jurisdictions to check with the building departments to assure that similar language is in place to make this part of the code inspection process. Chair Moore noted that the new P-25 system would not provide any additional penetration and it is needed for the safety of first responders.

- 13. 800-MHz REGIONAL COMMUNICATIONS SYSTEM STATUS UPDATE** [Non-action item] – *An informational update on the status of the communications system.*

Shawn Taylor – Regional Communications Coordinator, noted that there has been a slight increase in push to talk activity and no significant increase in queuing. Mr. Taylor explained that there had been some storm damage that had been repaired including a VHF antenna that broke off and a mutual aid antenna that should be replaced within the next week.

Tom Moore – NDOT (Nevada Department of Transportation), provided an overview of a report prepared by Federal Engineering report (copy on file). Mr. Moore noted that the TAC (Technical Advisory Committee) includes representatives from NDOT NV Energy and Washoe County that meets with other technical staff on a weekly basis. Any decision that affects the budget or scope of the project or potential political issues will be brought to the Governance Board. Mr. Moore noted that team members are listed on page 8 of the report and drew attention to pages 10 and 11 that provide a high level view of the project plan. The consultant will also provide assistance in determining what governance of the new system should look like based on a review of the current

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process. The project is currently on track with Federal Engineering personnel conducting site inspections to determine the amount of infrastructure will be needed. Additionally, Motorola and Harris systems were visited in Wyoming and Oregon.

During the discussion it was explained that this does not relate to the RFP but is rather a means to look at what features should be included and which features could be dropped to reduce the \$40-million price. It was noted during that discussion that only one vendor had responded.

Ryan Sommers stated he is willing to work with the TAC and will pass on information.

Mr. Moore then noted that the TAC will start to define user requirements once the site survey is completed. A questionnaire will be sent to all member agencies to distribute to their uses so assure that a complete list of needs is incorporated into the process.

No specific action was taken.

- 14. COMMUNICATIONS SYSTEM RADIO UPDATE** [For possible action] – *A review, discussion and possible direction to staff to work with NDOT (Nevada Department of Transportation), NV DPS (Nevada Department of Public Safety) and NV Energy on testing and evaluating possible new radio system technologies.*

There was no report provided.

- 15. DISCUSSION AND CONSIDERATION OF A CHANGE IN MEETING START TIME FROM 10:00 A.M. TO 11:00 A.M.** [For possible action]

After a brief discussion about a change in the meeting time the following motion was made.

It was moved by Charles Moore, seconded by Tim Leighton, to retain the 10:00 a.m. meeting start time. The motion carried with Mike Scott dissenting.

- 16. 800 MHz JOINT OPERATING COMMITTEE MEMBERS AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** [Non-action item] – *The next meeting of the 800 MHz JOC (Joint Operating Committee) is scheduled for Friday, April 15, 2016. No discussion among Committee Members will take place on this agenda item.*

The special meeting on February 5, 2016, will focus on budget and LID investment.

Charles Moore noted that Sierra Fire Protection District and Truckee Meadows Fire Protection District should finalize their merger by July 2016.

Ryan Sommers asked that an agenda item be added on the April 15, 2016 agenda for a ruling by the Washoe County District Attorney's Office on how to remove member agencies from the voting roster due to lack of attendance or failure to appoint a replacement. Mr. Sommers noted that Drug

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Enforcement Administration, Pyramid Lake Paiute Tribe, Reno Sparks Indian Colony and others have missed a significant number of meetings.

Shawn Taylor recalled previous discussion about radio billing on the system and suggested that perhaps an air-time billing model should be considered.

17. PUBLIC COMMENTS [Non-action item]

Tom Moore - NDOT (Nevada Department of Transportation), conveyed his appreciation for Shawn Taylor's assistance in resolving issues with the cross band repeaters.

Chair Moore noted Shawn Taylor has assisted the Washoe County School District in making sure that our BDA's have not been turned off and making sure they are operating within their assigned frequency range spectrum

18. ADJOURNMENT [Non-action item]

Chair Moore adjourned the meeting at 12:49 p.m.

AS APPROVED BY THE 800 MHz JOINT OPERATING COMMITTEE IN SPECIAL SESSION ON FEBRUARY 5, 2016.